Personnel Reports

The **Personnel Reports** option provides two reports: *Personnel Report* and *Personnel MU Report*. Both reports are "canned reports", meaning you can only view and/or print; no querying or customizing options are available.

The *Personnel Report* provides information by Management Unit, subtotaling number of personnel at the Location level and totaling number of personnel at the Area level. The report includes the number of Category 1 and 4 scientists, the number of Category 2 post-docs, and the total number of personnel.

To print the "*Personnel Report*", click "**Reports**" and "**Personnel Report**" from the Research Documentation screen (fig. 1).
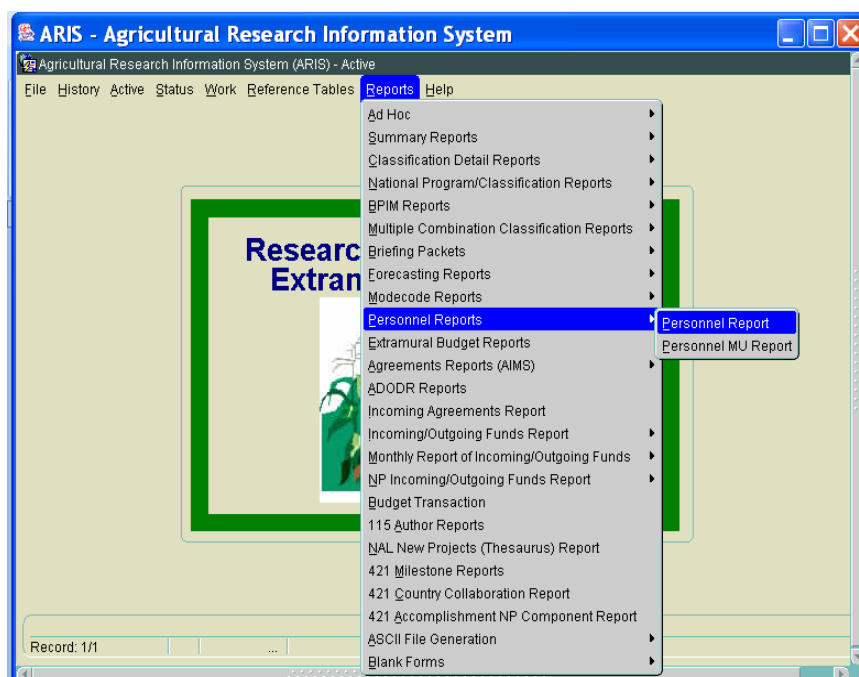

Figure 1 - Personnel Reports, Personnel Report

Adobe Acrobat will open and display the print file (fig. 2). To print, click the "**Print**" icon on the Adobe Tool bar, and "**OK**."

Figure 2 - Adobe Print File, Personnel Report

The *Personnel MU Report* provides information by Management Unit, subtotaling at the Location level and totaling at the Area level. It provides the number of SYs, PFT, PPT, PIN, TFT, and TPT personnel.

To print the "*Personnel MU Report*", click "**Reports**" and "**Personnel MU Report**" from the Research Documentation screen (fig. 3).
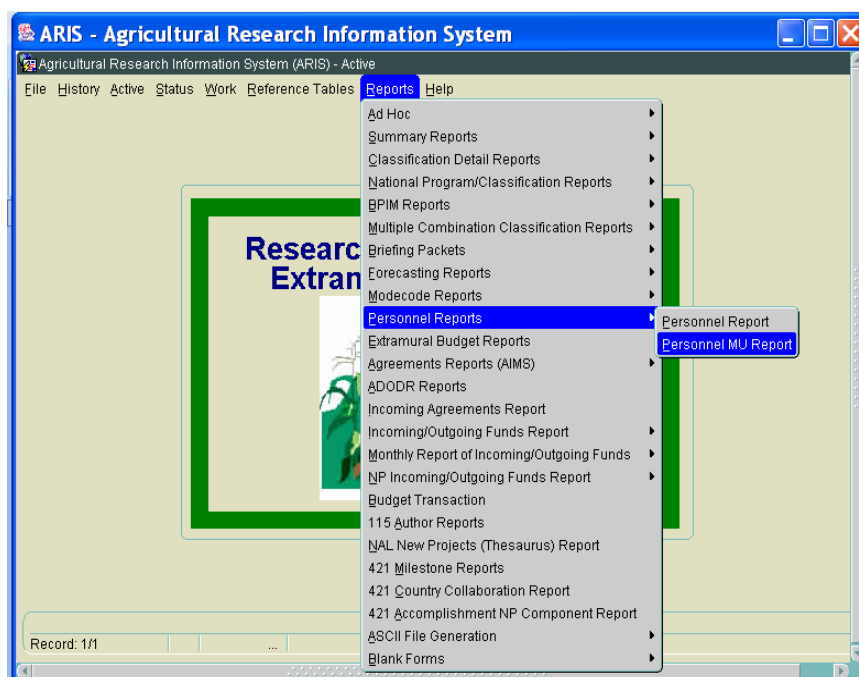

Figure 3 - Personnel Reports, Personnel MU Report

Adobe Acrobat will open and display the print file (fig. 4). To print, click the "**Print**" icon on the Adobe Tool bar, and "**OK**".

Figure 4 - Adobe Print File, Personnel MU Report

Note: The source of the data for both personnel reports is the personnel file in ARIS, which originates from NFC.